



Employment Opportunity - Deposit Agency Representative -

Position Category: Accounting & Treasury, Operational Support
Position Status: Administration, Full-time
Location: Edmonton, Alberta
Application Deadline: February 8, 2019

Who we are:

Peace Hills Trust Company is Canada's largest and oldest First Nation owned federally regulated financial institution. We offer a wide range of financial and retail banking products and services to our personal and business customers. As part of our business services, we also provide deposit services for deposit brokerage firms from across Canada and offer competitive deposit rates in the market for our customers.

Position Overview:

The Deposit Agency Representative provides a first level service to deposit agents and clients and is responsible for the daily processes and procedures of deposit services. This includes; daily postings, preparing and maintaining deposit agency applications, certificates and cheques for the Deposit Agency Network, in a timely and accurate manner. The role provides high quality customer care and customer service for all agents and clients, while complying with company policies and applicable laws and regulations. The position contributes to working with a team and an individual basis, while exercising judgment, setting goals and priorities to meet the requirements of the job.

The Successful Candidate will:

- Complete full cycle deposit agent/client transactions by following deposit procedures in a timely manner
- Verify and maintain documentation with a high degree of accuracy
- Prepare and complete daily data entry requirements of all deposit agent journal entries; and prepare and reconcile period end cheque & EFT reports
- Process RRSP Transfers, Redemptions, Agent Commission Cheques and Claw backs
- Ensure customer care is handled in a professional and courteous manner
- Demonstrates strong service skills and strong effective communication when dealing with internal and external stakeholders
- Ability to work to time constraints; strong attention to detail a must; have the ability to multitask; highly dependable; strong organization skills; and must work well under pressure
- Demonstrates ability to work independently and as a team member; and possess a genuine willingness to learn
- Takes the initiative to lead and be consistent with achieving results
- Exercises sound judgment and provide accurate, timely information for internal control and security

Requirements include, but are not limited to:

- Minimum 1 year of banking customer service experience or financial services training would be an asset
- Minimum High School Diploma or General Equivalency Diploma
- Minimum 1 year Data Entry experience or Accounts Payable experience
- Minimum Introductory Accounting experience or equivalent related post-secondary education in accounting an asset
- Proficient in Microsoft Word and Microsoft Excel is mandatory

Compensation: Competitive salary based on necessary skills, qualifications and experience, plus our "No-Cost" comprehensive employee health benefit package and incentive programs.

**TO APPLY, SUBMIT COVER LETTER AND RESUME (REFERENCE: DEPAG-CORP)
MARKED "PERSONAL & CONFIDENTIAL" TO:**

Peace Hills Trust Company
Human Resources Department
10th Floor, 10011-109 Street
Edmonton, AB T5J 3S8
Phone: 780.421.1606 Facsimile: 780.585.3075
Email: human.resources@peacehills.com

- *We appreciate the interest of all applicants however only those selected for consideration will be contacted.*